

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

A recent inspection found that the above noted sign has been removed. Below is a photograph of the sign before it was removed for your reference.

Please confirm that the sign has been removed by signing and dating on the line located at the bottom of the letter. Return the signed letter within fifteen (15) calendar days. You may submit the letter by email, fax or regular mail. Upon receipt of this signed release, we will update our records and you will no longer be billed for the biennial renewal fee, if applicable.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have any questions, please contact me at [PHONE NUMBER].

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

Enclosures

The sign referenced by permit [PERMIT NUMBER] has been removed. By signing below, I authorize voiding of the permit.

Signature: _____

Date: _____

[PHOTO]



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

www.modot.org

SIGNATURE TO VOID PERMIT 02/2014